



HAMILTON CONSERVATORY FOR THE ARTS

PA DAY Information Package 2018/19

Early Drop off 8:30am - 9am	PA DAY PROGRAM SCHEDULE 9am- 5pm	End of Day Celebration 5pm - 5:30pm
<p>8:30am</p> <p>This program is supervised by HCA staff. Whilst the program is free of charge, students must be registered in the program to participate.</p> <p><u>Location:</u> Ed Studio</p>	<p>9:00am - Student drop- off & attendance</p> <p>Morning Workshop: 9:15am - 12:30pm</p> <p>Student Lunch: 12:30 - 1:00 pm</p> <p>Afternoon Workshop: 1:30 - 4pm</p> <p>Student Dress Rehearsal: 4pm - 5pm</p> <p><i>Please provide at least two snacks for students to have during breaks.</i></p>	<p>At 5PM parents and caregivers are invited to come see a presentation of the play created that day. The performances will happen in the Recital Hall and we ask that you arrive promptly at 5pm.</p> <p><u>Location:</u> Recital Hall</p>

DROP-OFF PROCEDURE

It is HCA policy that all students must be dropped off in the main lobby of the Conservatory building. A parent/caregiver must always accompany students into the building and students must be signed in with their teacher and collect their name tag before a parent/caregiver is allowed to leave.

EARLY DROP-OFF

FREE Early Drop-off is available from 8:30am. Whilst the program is free of charge, students must be registered in the program to participate. An adult must always accompany students into the facility and students must be signed in and collect a name tag upon arrival.

PICK-UP PROCEDURE

PA Day Programs will end promptly at 5:30pm after the student's presentations. Students will need to be signed out at dismissal. We do not allow students to leave the building unattended unless we have received written consent.

If someone other than those persons listed on the Pick-Up Form is picking up your child, a signed note from the parent/guardian must be presented to HCA staff. **Photo ID will be requested upon pick-up.**

END OF DAY CELEBRATION

At 5PM parents and caregivers are invited to come see a presentation of the play created that day. The performances will happen in the Recital Hall.

REPORTING ABSENCES OR LATENESS

If your child will be late or absent for any reason please email education@hcartarts.ca or call 905-528-4020 and leave a message before 9 am. Please state your child's name, grade, and expected arrival time.

LUNCH/SNACKS

Please do not pack food with peanut / tree nut products. Please provide two snacks, lunch, and a full water bottle for the day in labelled containers. Students will not have access to a microwave.

CLOTHING

All participants should wear comfortable clothing that allows for movement (i.e. no jewelry that could catch and hurt others). Closed-toed shoes must be worn. Please provide indoor shoes in bad weather.

LOCATION & PARKING

HCA is located at 126 James Street South, with parking spots reserved in the GO Station Parking Lot located on MacNab and Hurst Street behind our building. Look for the signs that say "GO Station – Conservatory for the Arts". If you have any questions, please call 905 - 528 - 4020.

PERSONAL BELONGINGS

Please do not send any valuables or electronic equipment with your child. If a child must have their cell phone for use before or after the PA day program, then it must be turned off during teaching hours. HCA is not responsible for any lost or stolen articles. Found items will be brought to the Front Desk and stored for a limited period of time.

MEDICAL INFORMATION

If a student requires the use of any medication please inform us at the time of registration on your Registration package. Asthma Inhalers and EpiPens should be carried by the student at all time. All other prescription medications must be given to HCA Staff during drop-off. Prescription medications must be in the original bottle, labelled with the patient's name and the physicians ordered dose on the label. Non-prescription medication should not be sent. If you wish to discuss your child's medications or medical needs in advance, please contact the HCA Registrar at 905-528-4020.

CANCELLATION POLICY

Due to limited spaces in our program, if you need to withdraw a student from a PA day session, we require 30 days notice to issue a full refund.